

## DUTY STATEMENT

<b>Class Title:</b> Associate Governmental Program Analyst **DRAFT**	<b>Position Number:</b> 804-491-5393-732
<b>Unit:</b> Comprehensive AIDS Resource Emergency/Health Insurance Premium Program (CARE/HIPP)	
<b>Section:</b> AIDS Drug Assistance Program (ADAP)	
<b>Branch:</b> 	
<b>Division:</b> Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Associate Governmental Program Analyst (AGPA) is primarily responsible for a wide range of complex analytical assignments relating to program development, evaluation, and modification. In coordination with the CARE/HIPP Unit Chief and other analytical staff, the AGPA develops and implements a system to pay Medicare Part D premiums for AIDS Drug Assistance Program (ADAP) clients and develops and implements further expansion of CARE/HIPP coverage and/or eligibility as budget and staffing allow.

**Supervision Received:** General direction from the Health Program Manager I, Chief of the CARE/HIPP Unit.

**Supervision Exercised:** None

**Description of Duties:** In coordination with the ADAP Unit, the CARE/HIPP Unit Chief, and external stakeholders, the AGPA develops policies to expand CARE/HIPP's coverage and/or eligibility; develops new guidelines and policies to enroll appropriate ADAP clients and pay their Medicare Part D premiums; updates informational materials to promote the availability of this benefit, as well as other program expansions; in coordination with other staff, develops and provides training to staff at local service provider organizations who do CARE/HIPP eligibility screening; and advises the Unit Chief on program policy development and implementation issues.

### Percent of Time      Essential Functions

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| 30% | Updates CARE/HIPP training materials to reflect changes in coverage and/or eligibility; determines the feasibility of an on-line CARE/HIPP eligibility screening and enrollment training module; and develops an in-person training session for local case managers and CARE/HIPP enrollment workers.  |
| 30% | Trains local enrollment staff in the implementation of the new policies and procedures; provides technical assistance to local enrollment workers as needed.   |
| 25% | Develops policies and revises eligibility guidelines as needed to enroll ADAP clients and pay their Medicare Part D (prescription drug coverage) premiums; ensures compliance with federal funding agency policies and Medicare Part D restrictions; and establishes positive, working relationships with the Medicare Part D prescription drug plan clients to facilitate transactions and problem-solving. |
| 10% | Advises the CARE/HIPP Unit Chief on further expansion of CARE/HIPP coverage and/or eligibility, as local assistance funds and staffing allow.  |

### Percent of Time      Marginal Functions

5%

Researches and advises the CARE/HIPP Unit Chief on changes in the health insurance industry and public healthcare arenas that might impact CARE/HIPP.

Employee's signature	Date	Supervisor' signature	Date